

11 July 1974

MEMORANDUM FOR: The Director

SUBJECT : The Status of Work in Process Report

1. Attached is this week's edition of our weekly summary of work in process. It reflects two changes, both made in response to your wishes.

2. First, we will henceforth be issuing this report on Thursday afternoon instead of on Monday as was previously the case. This will facilitate its being considered at the Friday morning Executive Committee meeting along with Ben Evans' menu board -- a change which was requested on your behalf.

3. Of more substance, in addition to changing the day of publication we have done a considerable amount of tinkering with the layout and format. Our object is to resolve the problems you had with the earlier version which, in a brief conversation last week, you indicated that you found difficult to read and absorb. Please be completely candid if these modifications do not solve your problems for we can certainly tinker further and our objective is to produce a document that not only serves us as an internal management tool but, even more, gives you a summary -- in a form you find useful -- of the substantive work we have in process.

4. We are making one further change which will not be evident from the text of this particular week's report. In the past, you and General Walters were the only recipients of the section of the report marked "Other Ongoing Projects." This was because we included in that section any sensitive projects undertaken at your behest or at the request of senior officials such as Dr. Kissinger, i.e., projects that

~~Administrative - Internal Use Only~~

Approved For Release 2004/09/23 : CIA-RDP80R01720R000900060033-7

were to be worked on quietly without advertising even the fact of their existence. Lumping these particularly sensitive endeavors with other work of lesser sensitivity, however, makes little sense, particularly when doing so led us to restrict the circulation of this section of the report which other components of the Agency and members of USIB might find very useful. As a result, we now plan to circulate the total report somewhat more broadly than was the case in the past and will add one additional section -- when necessary -- separately listing all of our sensitive projects. This separate annex will go only to you and to General Walters.



George A. Carver, Jr.
Deputy for National Intelligence Officers

STAT

Attachment

cc: General Walters w/att

O/D/DCI/NIO:GACarver/mee
Distribution
Orig - DCI w/att
1 - DDCI w/att
1 - Status of Work File
1 - D/NIO Chrono
1 - NIO/RI

Approved For Release 2004/09/23 : CIA-RDP80R01720R000900060033-7

~~Administrative - Internal Use Only~~